



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	122-16	ISSUE DATE:	July 29, 2016
TITLE:	EDUCATION PROGRAM DEVELOPMENT SPECIALIST 1	CLOSING DATE:	August 12, 2016
LOCATION:	Department of Children and Families (DCF) The Professional Center at DCF 30 Van Dyke Avenue New Brunswick, NJ 08901		
POSITIONS:	1	RANGE:	P 26
DISTRIBUTION:	STATE-WIDE	SALARY:	\$64,677.09- \$92,011.89

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

DEFINITION: Under direction of a supervisory official in a state department, assists in the design, production, and delivery of curricula, training, program improvement, and related education services to education agencies to ensure achievement of mandated goals and to meet existing and emerging needs; performs mandated regulatory functions; under supervision, performs work of a professional nature in monitoring and evaluating education programs in school districts statewide; does other related duties.

SPECIAL NOTE: The applicant should possess a strong understanding of Adult Learning principles and an understanding of Transfer of Learning and the Transfer System. A significant portion of this job is to engage adult learners in a classroom setting and utilize other learning modalities to ensure their continued learning and development as Human Service Workers. A strong ability to communicate ideas and engage adult learners through interactions, application activities, inquiry questions and utilization of Adult Learners and their experiences. Portions of this job may require work within the local offices and assisting with transformational change.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Master's degree in Education or related field as determined by the Appointing Authority.

NOTE: Graduation from an accredited college or university with a Master's degree AND possession of a New Jersey teacher's, supervisor's or school administrator's certificate issued by the State Board of Examiners and/or other professional endorsement in a field determined by the appointing authority may be substituted for the above education.

EXPERIENCE: Three (3) years of experience in education programs in a school district or other educational institution.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Andrea Maxwell, Manager 2 Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717**